

THIS BULLETIN CANCELS AND SUPERSEDES THE BULLETIN ISSUED ON 9/9/13. THE FINAL FILING DATE HAS BEEN EXTENDED TO 10/04/13.

STATE OF CALIFORNIA - CALIFORNIA CONSERVATION CORPS



CONSERVATION ADMINISTRATOR II

DEPARTMENTAL OPEN STATEWIDE EXAMINATION

FINAL FILING DATE: **OCTOBER 4, 2013**

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated on this bulletin. This is a departmental open statewide examination for the California Conservation Corps. Applications will not be accepted on a promotional basis. Career credits do not apply.

STATEWIDE EXAM

This examination is being administered statewide. Applicants will be scheduled for the qualifications appraisal panel interview at the nearest testing facility established. Since testing locations will not be in all areas, applicants may be asked to travel to the nearest testing facility at their own expense. Applicants will be able to select the locations they wish to work at the examination interview.

HOW TO APPLY

Submit a Standard State Application (Std. 678) to the address below by **October 4, 2013**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. **FAXED or E-MAILED APPLICATIONS WILL ALSO NOT BE ACCEPTED.** Please indicate **Conservation Administrator II exam** on the application.

WHERE TO APPLY

**FILE BY MAIL OR
IN PERSON:**
**CALIFORNIA CONSERVATION CORPS
1719 24TH STREET
SACRAMENTO, CA 95816
ATTN: EXAM UNIT**

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) {FORMERLY THE STATE PERSONNEL BOARD (SPB)} OR TO ANY CCC CENTER.

Applications may be obtained at <http://www.jobs.ca.gov/>, www.ccc.ca.gov/, any Employment Development Department office, or at California Conservation Corps Centers.

REASONABLE ACCOMMODATION

If you have a disability and need special testing arrangements or other reasonable accommodations, mark the appropriate box for Question #2 on the standard state application. You will be contacted in advance to make specific arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Unit at (916) 341-3140. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

\$5738 - \$6518

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REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL PANEL INTERVIEW

It is anticipated that the qualifications appraisal panel interviews will be held during **October/November 2013.**

ELIGIBLE LIST INFORMATION

A departmental open statewide eligible list will be established for the California Conservation Corps. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

THE POSITION

Under the general supervision of the Regional Deputy, the Conservation Administrator II is the managerial level position assigned to either a center, which may include both nonresidential and residential facilities, at CCC headquarters, or assigned to statewide special programs. Incumbents perform high level administrative work, formulate and recommend policies on a variety of department-wide issues, and provide skilled technical assistance in the area of project review and program development to administrative staff at headquarters, statewide special programs, and in assigned centers. Incumbents' general responsibilities are comprised of the overall management of operational functions while providing direction to subordinate staff. Incumbents' primary responsibilities consist of external affairs, e.g., community resource development, public relations, legislative contacts, media, and community relations.

POSITIONS

Positions exist statewide with the California Conservation Corps.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: A Standard State Application (STD. 678) is required. Résumés will only be accepted if attached to a standard state application. You must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed on your application. Applications received without this information may be rejected.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

CONSERVATION ADMINISTRATOR II EXAM CODE: 3CQ04		BRD: 09/20/13 DP FFD: 10/04/13	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION (Con't)		Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.	
MINIMUM QUALIFICATIONS		<p>Education: Equivalent to completion of the twelfth grade. and</p> <p style="text-align: center;">Either I</p> <p>Experience: One year of experience in the California state service performing the duties of a Conservation Administrator I, California Conservation Corps.</p> <p style="text-align: center;">Or II</p> <p>Experience: Two years of experience in the California state service performing the duties of a Conservation Supervisor, California Conservation Corps; Corpsmember Development Coordinator, California Conservation Corps; or Administrative Officer II, Resources Agency.</p> <p style="text-align: center;">Or III</p> <p>Experience: Five years of progressively responsible experience in program operations and management, including three years at an administrative level performing a variety of management-related activities, through subordinate supervisors, including budget preparation and administration, public and media relations, community resource development, program planning, management and evaluation, and personnel management. This experience shall have included the preparation of written reports and the presentation of recommendations to management. (Experience in the California state service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of a Conservation Administrator I, California Conservation Corps.)</p>	
EXAMINATION INFORMATION		This examination will consist of a qualifications appraisal panel interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.	
EXAMINATION SCOPE		<p style="text-align: center;">QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Principles of administrative and fiscal management;2. Principles of personnel management, and business and public administration;3. Purposes, organization, policies, procedures, and rules of the CCC;4. Principles of ecology and natural resource conservation;5. Principles of facilities and grounds maintenance;6. Principles and practices of health and safety standards;7. Principles and practices of employee supervision;8. Principles and practices of employee/employer relations;9. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment;10. Development, implementation, and administration of educational programs, recruitment techniques, marketing, and public relations. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Assist in the management and operation of a CCC center;2. Maintain a healthy and safe working and living environment;3. Organize, coordinate, and plan programs for staff and corpsmembers' education and training;4. Oversee facilities development and maintenance and food service;5. Oversee center, spike and emergency project completion, and special projects;6. Prevent and solve problems by utilizing management and communication skills, concepts, and techniques;7. Plan and implement personnel practices and organization concepts;8. Analyze situations and take effective action;9. Assist with establishing and maintaining effective external relations with public community and organization interests;10. Analyze data and communicate ideas and information effectively;11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment;12. Develop and implement Individual Area Plans, including critical elements for functions such as recruitment, public relations, community resource development, locations of center/satellites (when new locations are needed);13. Establish and maintain complex, effective, and significant external relations with public community and organization interests, some of which will have national and/or international scope;14. Establish and maintain a Community Advisory Board;15. Organize, coordinate, and plan programs for staff and corpsmembers' education and training with statewide program significance;16. Develop and implement special programs and projects within the CCC's best interest.	
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CONSERVATION ADMINISTRATOR II BZ91 – 1007 – 3CQ04		BRD: 09/20/13 DP FFD: 10/04/13	

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SPECIAL PERSONAL CHARACTERISTICS	Willingness to live and work for extended periods, occasionally in primitive facilities, and sometimes isolated from communities; demonstrated aptitude for and commitment to education, training, and personal and social development of both staff and corpsmembers; commitment to the conservation of natural resources; and willingness to work odd and irregular hours.	
ADDITIONAL DESIRABLE QUALIFICATIONS	Experience in the operations or management of a youth or adult work experience and/or a training and education program; experience in human resource programs; strong background in public and media relations; familiarity with the administration of educational programs; background in ecology and natural resource conservation; excellent communication skills; ability to take effective action under extreme pressure and/or during emergency situations; ability to effectively manage the operation, maintenance, and development of facilities and grounds; ability to manage several priorities simultaneously; and possession of a valid commercial driver license, Class B; Equivalent to graduation from college, preferably with specialization in public or business administration, environmental studies, the social sciences, or youth services administration.	
BENEFITS	<p>The State of California offers an attractive benefits package which may include:</p> <ul style="list-style-type: none">• CalPERS retirement• CalPERS member Home Loan Program• Health plan for employee and dependents• Dental plan for employee and dependents• Vision plan for employee and dependents• Vacation leave, sick leave and Holidays• Group Legal Services Plan• Life Insurance Plan• Employee Assistance Program• Deferred compensation plans• And much more	
CAREER CREDITS	Career credits will not be granted in this exam.	
VETERANS' PREFERENCE POINTS	Veterans' preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.	
QUESTIONS	If you have questions about this exam, please contact Donna Pyevach, the Exam Analyst, at (916) 341-3140.	

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility **to contact the California Conservation Corps Examination Unit in Sacramento at (916) 341-3140**, three weeks after the cut-off/final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Applications are available at any Employment Development Department office, at www.jobs.ca.gov, or at www.ccc.ca.gov on the Internet.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be rated against a predetermined job-related rating scale, and all candidates who pass the examination will be ranked on the eligible list according to their scores.

The California Conservation Corps reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination.

Veterans' Preference: California law allows granting of Veterans' Preference points in open entrance examinations and open, non-promotional exams. Credit is granted as follows: 15 points for disabled veterans; and 10 points for all other veterans (including widows or widowers of veterans, and spouses of 100% disabled veterans). Directions for applying for veterans' preference points are on the veterans' preference application (Form 1093) which is available from the California Department of Human Resources website at www.calhr.ca.gov; written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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